2019-2020 Staff Reporting Webinar QA

**Q1:** Do SPPS need to enter staff salaries?

**A1:** No, they do not. Private schools are no longer required to submit staff salaries or FTE’s.

**Q2:** Do we report SPPS staff that run a program within our schools, their staff come into our schools and work with students?

**A2:** No, they have already been reported by the SPPS.

**Q3:** How many days does a sub have to sub to be considered a long-term sub?

**A3:** Substitute teachers may serve on a long-term basis (greater than six weeks) in schools to fill vacancies caused by the absence, resignation, inability to employ, or termination of a certified, authorized, or approved employee. The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence. Please note: In order to add a “Substitute Teacher – Long Term” assignment in NEO Staff, you must designate a current active Classroom Teacher and set the Classroom Teacher to be “On Leave”. When the Classroom Teacher returns from leave, the assignment is set to “Return from Leave” and the application will automatically end the assignment of the Long-Term Sub.

**Q4:** What is your definition of FTE?

**A4:** Full Time Equivalency

**Q5:** How should adult education teachers be coded? They may teach high school age students and adult learners?

**A5:** We do not collect data on adult education teachers in NEO Staff.

**Q6: (Referring to Q5)** What if they are teaching credit recovery at night to enrolled High School Students AND Adult learners?

**A6:** These are considered adult education teachers and not reportable in NEO Staff.

**Q7: (Referring to Q6)** Entering adult ed as a classroom teacher in these instances - will that skew our subsidy?

**A7:** Yes, reporting adult education teachers as classroom teachers could negatively affect you subsidy.

**Q8:** FTE for us for a bus driver is 5 hours a day but FTE for educational staff is 7 hours a day, when we key in a bus driver would I consider the bus driver a full time in NEO?

**A8:** Full time can vary from position to position. If your bus drivers are only scheduled to work 5 hours a day and they do, they would be considered full-time.

**Q9:** Do coaches need to be entered into NEO?

**A9:** Yes. There are times they have direct unsupervised contact with students, so they will need to have their CHRC.

**Q10:** So, if a coach is one of our staff members do we still need to add their coaching to NEO?

**A10:** Yes.

**Q11:** Where can I go to listen to this webinar. I just received notification of the webinar?

**A11:** On Helpdesk webpage located on the MDOE website. Halfway down the page there is a tile labeled ‘Webinars & Presentations’. All webinars will be posted here in the future.